

# FINAL INSPECTION GUIDE TO TENANT CLEANING

## BOND SAVER!

To avoid cleaning charges and unnecessary deductions from your bond, it would be in your best interest to ensure that following items are attended to, before returning the keys/vacating the property.

☒ DONE

### KITCHEN

- ☐ The oven and griller is to be cleaned before lining with foil. Drip trays to be cleaned of all grease
- ☐ Range hood to be cleaned including the filters. Take off filter cover and clean grease off and around fan.
- ☐ All cupboards to be cleaned inside and out (don't forget the tops of the cupboards!)
- ☐ Sink taps and disposal unit (if applicable) to be cleaned and polished
- ☐ Walls, tiled areas and splashback to be free from grease
- ☐ All benches and floors to be cleaned and free from grease
- ☐ The dishwasher is to be left clean. Wipe over internal door and removed debris from bottom drainer (if applicable)
- ☐ Refrigerator to be defrosted and all surfaces to be cleaned, including shelves and crisper drawers, switch appliance off at wall and leave door ajar (if applicable)

### GENERAL – ALL ROOMS

- ☐ All exhaust fans throughout the property to be cleaned
- ☐ Air vents to be dusted
- ☐ *Venetians* to be washed thoroughly, *Verticals* – dirt wiped from bottoms, tops and any marks on any of the verticals.
- ☐ Flyscreens/Security Screens hosed or brushed to remove dirt/dust (if applicable)
- ☐ Windows and windowsills to be cleaned thoroughly - **Inside and Out – Upstairs and Downstairs**
- ☐ Tracks (also open window tracks) to be cleaned.
- ☐ Doors and doorframes to be left clean and undamaged
- ☐ Marks to be removed from walls with sugar soap/Gumption
- ☐ Cobwebs to be removed from ceiling cornices & walls
- ☐ All light fittings to be cleaned and free from insects – this includes **INSIDE** light shade/fittings
- ☐ All floors and skirting boards to be washed **INCLUDING** inside wardrobes.
- ☐ All ceiling fans throughout to be free from dust (if applicable)
- ☐ Clean all mirrors throughout including wardrobe door mirrors (if applicable)
- ☐ Drapes to be washed or dry-cleaned according to fabric
- ☐ All vertical strings to be attached and secure
- ☐ All items on inventory to be accounted for (if applicable)

### OUTSIDE AREAS

- ☐ Lawns to be mowed and edges trimmed within 2 days of vacating  
(DO NOT dump grass clippings or tree off cuts in garden beds or behind sheds)
- ☐ Flower beds and pebble areas to be weeded (if applicable)
- ☐ No rubbish to be left in the gardens or around the property (if applicable)
- ☐ All garbage bins to be emptied and washed cleaned
- ☐ Driveways, carports, garages and any concrete areas to be free from oil and grease stains
- ☐ Cobwebs to be removed from outside eaves, awning & ceilings (where applicable)
- ☐ Pool and spa to be cleaned, vacuumed and at the correct pH factor by a reputable Pool Company with invoice supplied.
- ☐ Pool equipment to be in accordance with in-going inventory and for security reasons must be stored in the garage, at the time of vacating (if applicable)

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## **GARAGE – to receive the same attention as the rest of the house**

- ☐ Garage floor area to be swept and free from oil and grease stains and any tiled areas
- ☐ All cobwebs to be removed including around Roller Door
- ☐ Windows, tracks, sills to be cleaned
- ☐ Blinds, verticals and/or any type of window furnishings to be cleaned.
- ☐ Laundry basin including inside cabinet to be cleaned
- ☐ Ceiling to be dusted especially around architraves

## **BATHROOM**

- ☐ Shower recess to be scrubbed
- ☐ Grouting to be free of all soap residue or mildew
- ☐ Shower curtain (if applicable) to be washed and shower screen to be cleaned
- ☐ All plugholes are to be clean and free from debris
- ☐ Mirrors to be wiped over
- ☐ All drawers and cupboards to be cleaned
- ☐ Toilet to be cleaned thoroughly, including bowl, seat & cistern

## **LAUNDRY**

- ☐ Washing machine and clothes dryer filter to be cleaned out
- ☐ Clean under laundry tub and clean plughole
- ☐ Cupboards to be cleaned thoroughly inside and out

## **PEST CONTROL**

- ☐ If pets have been kept on the premises, then you must have the property professionally pest controlled for fleas inside and out and a receipt produced to our office.

## **CARPETS**

- ☐ Carpets are to be professionally cleaned if soiled or marked and a carpet receipt produced to our office with the return of the keys.  
Please note: If you choose not to use our offices' recommended carpet cleaner you could be liable to have the carpets re-cleaned should they not meet our standard of cleanliness.

## **DAMAGE**

Damage that occurs due to the tenants neglect will be rectified at the tenants cost.

## **IMPORTANT NOTE**

- ☐ DISCONNECT THE TELEPHONE
- ☐ REDIRECT MAIL ADDRESS

**RENT IS PAYABLE BY THE TENANT UNTIL ALL KEYS ARE RETURNED.**

**“The above cleaning is a guide only and additional cleaning may be required!”**